

EFFECTIVE PRESENTATION SKILLS

Effective Presentation Skills is an 8-hour class designed to help CDCR employees develop and sharpen the skills they need to conduct highly effective presentations and trainings. Participants will learn techniques for researching and writing a presentation, projecting confidence, optimizing voice and speech, designing PowerPoints, and managing a classroom. This course is designed for beginning-level presenters and is not recommended for employees who have already taken Training-For-Trainers.

Dates	
October 20, 2008	November 24, 2008
November 14, 2008	December 5, 2008

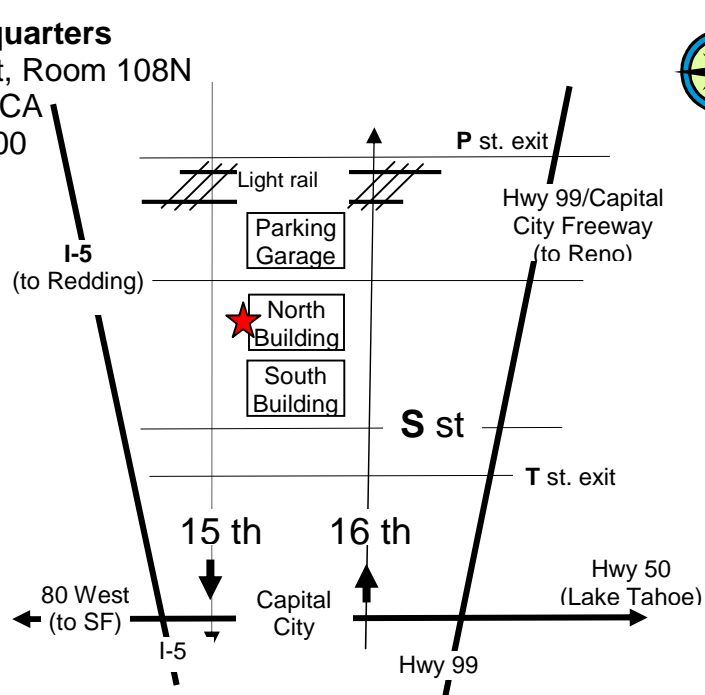
Class is located at OTPD HQs, 1515 S Street, Room 108 N, Sacramento.

Class hours are from 8:00 – 4:30 with a half hour lunch.

For enrollment information, please call (916) 324-0155

OTPD Headquarters

1515 S Street, Room 108N
Sacramento, CA
(916) 323-7800

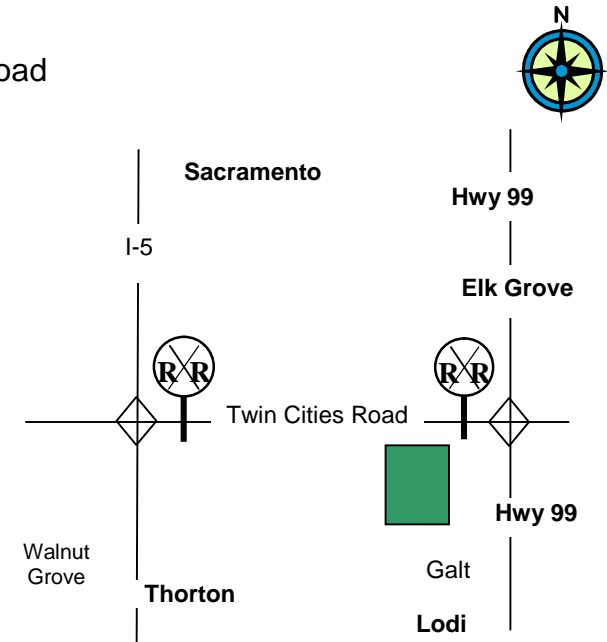


R.A. McGee CTC

9850 Twin Cities Road
Galt, CA
(209) 744-5000

From I-5 take
Twin Cities
Road/
(Hwy 104) exit.
Go **East**
approximately
9 miles.

From 99 - take
Twin Cities
Road/
(Hwy 104) exit.
Go **West**
approximately
1 mile.



Stockton Training Center

7650 S. Newcastle Road
Stockton, CA
(209) 546-4200

Once on Newcastle road, turn left just past the running track. Turn left into the first driveway - there will be a Youth Authority Training Center sign.

Don't go through the security gate. When you enter the building, stop at the Reception desk.

